Theme Community Meeting Notes
December 1, 2020 (1:00-2:30 PM ET)

Attendees

FGDC Staff

Name	Agency	Role(s)		Name	Agency	Role(s)	
Lorna Schmid	USGS	FGDC OS	✓	James Irvine	USGS	FGDC OS-CS	✓
John Mahoney	USGS	FGDC OS		Robin Hoban	USGS	FGDC OS-CS	✓
Lynda Wayne	USGS	FGDC OS-CS	✓	Susan Harris	USGS	FGDC OS-CS	✓

Theme Community

Theme	Theme Lead/Co-Lead	✓	Agency	Proxy
Address	Matt Zimolzak		US Census Bureau	
Address	Steve Lewis		DOT	Derald Dudley
Biodiversity and Ecosystems	Marcia McNiff	✓	USGS	
Cadastre	Dominica VanKoten	✓	BLM	
Climate and Weather	Kari Sheets		NOAA	
Cultural Resources	Deidre McCarthy	✓	NPS	
Elevation	Ashley Chappell Hill	✓	NOAA	
Elevation	Susan Buto		USGS	
Geodetic Control	Daniel Roman		NOAA	Fran Coloma
Geology	Paul Godfriaux	✓	BOEM	
Geology	Dave Soller		USGS	
Governmental Units	Dierdre Bevington-Attardi	✓	US Census Bureau	
International Boundaries	Lee Schwartz		DOS	Eric Doornbos
Imagery	Greg Snyder		USGS	
Imagery	John Mootz		USDA	David Davis
Land Use - Land Cover	Jim Ellenwood		USFS	
Land Use - Land Cover	Brad Reed		USGS	Jon Dewitz
Real Property	Valerie Butler		GSA	
Soils	Drew Kinney		USDA	
Transportation	Derald Dudley	✓	DOT	
Utilities - Offshore	Jeff Harris	✓	BSEE	
Utilities - Terrestrial	TBD			
Water - Inland	Megan Lang	✓	FWS	
Water - Inland	Rebecca Anderson	✓	USGS	
Water - Oceans and Coasts	Patrick Keown		NOAA	

Other Attendees

Mei-Ling Freeman, NOAA; Mitch Bergeson; Dale Dodson, USACE; Jeff Johnson, NOAA; Robert Fernandez, FAA; Lisa Delmonico, USFS; Glenn Guempel; Torrin Hultgren; Lee Shoemaker, NOAA; Sara Cassidy, Lisa Delmonico USFS, Rick Mueller USDA; Chris Taylor BOEM, Raquel Wright DOT; Christie Reiser NOAA, Julie Prior-Magee, David Davis, USDA; Axel Graumann; Josefa Baker; Christy Rieser; Lisa McBride, USFS; Chris McDonald; Shawn Maddock; Lora Turner; Gita Urban-Mathieux; Christine Taylor; Rick Mueller

Agenda

- ❖ Welcome and Roll Call
- ❖ GDA Reporting Review
    - ❖ Agency Reports Timeline
    - ❖ Lead Covered Agency (LCA) Report Template – UNDER REVIEW
    - ❖ Covered Agency (CA) Reports
- ❖ NGDA Baseline Standards Inventory – Status and Dashboards
- ❖ NGDA Metadata Review – Process and Status
- ❖ NGDA Theme Changes
    - ❖ Pending NGDA Portfolio Changes
- ❖ NGDA Inventory & POC Updates
- ❖ 2021 Theme Community Meeting Schedule
- ❖ Open Discussion

Summary of New and Ongoing Actions

Responsible Party	Description
Theme Leads and Dataset Managers	***NEW*****:** Any Theme Leads who would like Lorna to set up a Teams room for Theme to use in gathering information from Dataset Managers and others for the GDA LCA reports, please email NGDATeam@FGDC.gov with that request. ***Ongoing:*** **Proposed Dataset Changes** - Review proposed and pending changes to the NGDA Datasets to ensure they are correct. Email the NGDATeam@FGDC.gov for any questions about next steps. ***Ongoing (FINAL CALL):*** **NGDA Baseline Standards Inventory** – Dataset Managers please complete the baseline inventory survey for all NGDA. Contact NGDATeam@FGDC.gov with any questions or issues. *Final numbers will be submitted to OMB.* ***Ongoing:*** **Use Cases** - Provide any available NGDA 'Use Cases' that describe management and delivery of NGDA Datasets supporting the user community. Existing use cases can be included with others being gathered and compiled for GDA reporting and future Theme plan development. ***Ongoing:*** **Metadata Review** – Review the email sent by Lorna on 1 November and invitation to MS Teams room sent on 25 October for details and next steps for NGDA metadata review and improvement process. Email the NGDATeam@FGDC.gov with any Teams room access issues or other questions.

Lorna Schmid	• *NEW:* **Reporting Timeline** – Send the final GDA reporting timeline out when available.
	• *NEW*: **NGDA Baseline Standards Inventory** – 1) Post the NGDA Baseline Standards Inventory status spreadsheet in the Teams room as a PDF; 2) see if Moussa Dia can add a feature to the Theme Lead and Agency POC Dashboard that shows which NGDA have been completed and which have not; 3) Follow up on what the role is of the Theme Lead to gather information from Dataset Manager that are not in their agencies.
	• *NEW*: **Covered Agency Report Survey** – check with development team on how to handle upload of more than one PDF (for two agencies).

GDA Reporting Review

Lorna: Welcome. I sent an email to the Theme Leads and the Lead Covered Agency (LCA) Team with a timeline for delivering the LCA report. There is a draft timeline covering all the reporting that needs to be done and incorporated into the report to Congress. Part 1 report to Congress is a high-level report that will be delivered on 31 December.

Agency Reports Timeline

There is a timeline to incorporate the summaries and the information from the Covered Agency (CA) annual reports and the LCA annual reports into that report to Congress and deliver that by the end of April. That timeline will be discussed with the Steering Committee in the 11 December meeting (*note: Lorna to verify the meeting date*). The dates you see here are probably going to change.

Lead Covered Agency (LCA) Report Template – UNDER REVIEW

The LCA template is out for review now and we're hoping to get reviews back this week for adjudication during the 3-11 December. Then we'll get the final template to the Steering Committee for their review between 11-23 December. These dates are not going to change because we have to get the template finished. The dates that are likely to change are the ones for the Theme Leads and Dataset Managers to work together to complete the Theme reports and get those back with Agency review. Those dates are the 6 January – 3 February timeframe. As the timeline is completed, I'll send it out to all of you.

Lorna: We had a meeting with the Theme Leads. It was short notice so thank you to those who attended. In the Geospatial Data Act (GDA), there is a requirement for an annual report for each of the Themes to report progress on developing a plan to address Geospatial Data Standards, Nationwide Population of Data Themes, Actions that Support the Goals and Objectives in the NSDI Strategic Plan, and Addressing User Needs.

The idea is we will have one plan for each Theme, and it will address all of those requirements. The baseline reports we're working on are being used to gather all the information that will then be incorporated into the plans next year. An email was sent to all the Theme Leads, and

any Dataset Managers who would like to provide input, please reach out to your Theme Lead or email the NGDATeam@fgdc.gov and we'll add you to the Team room.

This baseline report includes a minimal amount of information that will be assessed for next year's plans. Those plans will replace the previous Theme Strategic Plans (TSP) and Theme Implementation Plans (TIP). The report for this year will be based on a self-assessment.

In the Teams folder titled "*NGDA-Themes > General > GDA Lead Covered Agency Report Work > 0-USE THIS-THEME LEAD REVIEW FILES*" is where we have the template. We'd like you to add comments in the document. There are places in the report that will have boilerplate text that the Portfolio Management (PfM) team will add, and there are places with instructions for who will provide information. There will be one template provided for each Theme. It will be a self-assessment, and the law asks whether the Theme "meets expectations, made progress toward expectations, or fails to meet expectations" for each of those four areas.

The Theme is managed by a LCA or is Co-managed by two LCA but there are datasets managed by agencies that are not lead covered agencies. It's going to be important for Dataset Managers and their agencies to provide input to the Theme Leads who are managing these reports.

Action Item: If you want assistance in setting up your template in the Team room so others can provide input, we'll work with you on that.

Dierdre: The template review is due on Dec 3rd?

Lorna: Yes, just to review it. It will go to the Steering Committee on the 11th. There have been a lot of eyes on it, but we want to make sure that everyone is comfortable with it.

An example of where Dataset Manager agencies will provide input to the report building process, Section B is about population of the Theme. It talks about making sure you have partnership programs and the data in the Theme meets the needs of users, etc. It's not just about the LCA, it's about partnership programs in other agencies that support the Theme. Partnerships could be collaboration between the two Themes or with States that provide input on the requirements for the data. What we're trying to say to the National Geospatial Advisory Committee (NGAC) and to Congress is that that the government already does a lot of things in support of the GDA and we aren't starting from scratch.

If you have questions or you need help with the Teams room, please send an email to NGDATeam@fgdc.gov.

Covered Agency (CA) Reports

Lorna: The CA template is approved and we're working to get it into a Survey123 format now. We're testing it and we'll roll it out to the CA once the beta testing is complete.

<u>NGDA Baseline Standards Inventory</u>

Lorna: There has not been an extension for completing the baseline inventory. However, the goal is to get surveys completed for all NGDA. The survey is still open and if you go in and fill out a survey now, your results will be included in the report to Office of the Management and Budget.

Robin: Anyone who hasn't completed a survey yet can expect an email from me. If you are having any access or other issues, I can help.

Derald: Is there a way for Theme Leads to check the status for their Theme?

Lorna: Yes, there is. I won't go into all the reporting but there is a Theme Lead dashboard we'll look at next.

<u>Theme Lead and Agency POC Dashboard</u>

Lorna: The Theme Lead and Agency POC Dashboard is not meant to be open to everyone. If you don't have access to the dashboard yet, send an email to NGDATeam@fgdc.gov. These are the surveys that haven't been completed yet.

Q: How do we know if we're missing one?

Lorna: We have a spreadsheet that we can give you access to. I'll make sure that the spreadsheet is in the Teams room as a PDF. We don't have that as a dynamic field in the dashboard. The Federal Data Strategy Dashboard that we'll look at next, will show the number completed out of the total.

<u>Federal Data Strategy (FDS) Dashboard</u>

The FDS dashboard is under development for reporting on counts and percentages. These are the three things we are reporting on for this year. It is dynamic so it's pulling the submissions directly from the survey within a minute of submission. This shows that 133 datasets use data or metadata standards and 2 are not. It is answering the questions at the top (gray bar).

Action Item: Lorna will put the spreadsheet in the Teams room, so people have access to status for the Theme.

Fran: Are we reporting on both data and metadata standards because those are very different?

Lorna: The FDS did this milestone 10 without input and we're reporting on it. Are you familiar with the Companion Guide? We came up with categories of standards that include data and metadata. [https://communities.geoplatform.gov/ngda-portfolio/accessing-ngda-baseline-standards-inventory/]

Fran: From the total NGDA, how do we know which are missing?

Lorna: In the Portfolio Community (https://communities.geoplatform.gov/ngda-portfolio/ngda-portfolio/) , there is a list of all the datasets within that theme. If you go into Governmental Units Theme, Department of Commerce, and Census Bureau, you can see which ones that submitted.

Action Item: Lorna will talk to Moussa Dia to see if that option can be added to the Dashboard.

Becci: What is the role of the Theme Leads? The datasets are not all in our agencies.

Lorna: This is very difficult; we know that themes have datasets in the Theme that are not part of the agency. When we communicate, we try to include both the Theme Leads and Dataset Managers. What I'm wondering is how we can include other executives to inform them that there may be some requirements that need a Dataset Manager.

Action Item: Lorna follow up on what the role is of the Theme Lead to gather information from Dataset Manager that are not in their agencies.

Becci: We don't have any tools in our toolset to require that. We have no authority to require it of another agency.

Lorna: That is one of the reasons we are working on these dashboards, so it provides an eye in for executives to see.

When I go to the Department of Commerce results, I see that there are 59 of 60 completed. It may not give the specific NGDA that aren't completed, but we can provide and help communicate that information. The GDA doesn't provide the 'teeth' but we're still waiting on the OMB A-16 Circular rewrite. It should have been completed one year after the GDA and we're still waiting on it. The A-16 is supposed to provide the 'what' needs to be done and the FGDC will provide technical guidance on the 'how.' It will be important to include this conversation in this discussion.

These dashboards are under development, so we'll take your comments into consideration as we continue development.

Action Item: Dataset Managers complete the NGDA Baseline Standards Inventory if you have not yet or reach out to NGDATeam@fgdc.gov for assistance.

Metadata Review Process

Lorna: We talked about this last month as well. There is not a timeline since we recognize there are a lot of requirements right now. The goal is to ensure that metadata records are updated as necessary so they can be ingested by the GeoPlatform.

Lynda Wayne [on the NGDA Portfolio Support Team] did a thorough review of all the metadata records against a checklist. The documentation and review spreadsheet are found in the Teams

room. The Log file is by row and NGDA. You scroll down to your NGDA and scroll across to see the review comments.

To highlight again, Joel Schlagel provided a really good presentation on the GeoPlatform which includes dynamic ingestion of metadata. If you haven't had a chance yet, please go in and look at your NGDA records and provide comments and updates.

Mei-Ling: For updated metadata files, is there a process to test them so we can check one before we ask all the Dataset Managers to update all the records?

Lorna: Yes, sure. We can involve the data.gov folks as well if you'd like.

Access the team folder, review your metadata record and update the Quality Control log. This will be an ongoing improvement process.

Lynda: There is a column based on the Metadata Guidelines (data.gov and GeoPlatform requirements). Then there is a separate column for general observations. In some cases, the comment can't be responded to but if you can add a comment, that would be helpful. Give us some high level comments on why an edit was or wasn't done. We also added an email field so we can follow up with the reviewer.

Important: if you have new metadata, we're asking you to go back and check that the issues noted have been resolved in the new record.

Lorna: there are several fields that are locked for editing, but there are some that you can edit and add information.

Email the NGDATeam@fgdc.gov with any questions or for assistance.

NGDA Theme Changes – Pending NGDA Portfolio Changes

Lorna: If anyone has NGDA that have changes that need to be reported to the Steering Committee, please let us know. For the Cadastre Theme change, we will be retiring the AMLT NGDA because that data is already included in the other two NGDA (11 and 134). We will be presenting that change to the Steering Committee in the 11 Dec meeting. The changes to the DOI datasets, if anyone would like assistance in moving those forward, let us know. David Carter is the new DOI GIO, and I'm thinking of sharing this information with him, and asking him what he'd like for a process. Tod DaBolt is the new Data Officer. They have not determined who the new DOI SAOGI is.

Marcia: That would be appreciated as I was struggling with what other information they want to see.

Lorna: Tod DaBolt stressed that it is a process issue in that he didn't know about the changes. He wanted to be briefed on them in advance. I'll see if these can be briefed through the Geospatial Advisory Committee (GAC).

Marcia: It would be good if we can do them all the same way.

Glenn: I've been in conversation with NGA about their Foreign Names dataset. It falls under Board on Geographic Names, the same as the domestic names we have as an NGDA. The Foreign Names hasn't been part of that. I don't know what steps I'll need to deal with.

Lorna: Will this be part of the GNIS?

Glenn: It will be a separate dataset. They are under the same federal authority.

Lorna: When you're ready to make the recommendation that it become an NGDA, we can have that discussion about what the process is for becoming an NGDA and I'll share the template.

2021 Theme Community Meeting Schedule

Lorna: The meeting dates for 2021 seem to work out well. We will continue to alternate the Tuesday and Thursday meeting days. We did move the July 4th week date to June 29th on Tuesday the week before. We did not change the date close to Labor Day.

Just a note, there are 140+ people on the list that these emails go out to, and when there is a request to add or remove someone, the changes go out to everyone. There isn't anything I can do about that.

Open Discussion

Mei-Ling: We have a lot more NOAA people on the call, can you let us know what the purpose of the meeting for everyone?

Lorna: The purpose of the meeting is to brief on the requirements for managing the NGDA Themes and Datasets (the NGDA Portfolio). Going forward, we'll try to provide an agenda more in advance but there have been a lot of changes due to the GDA requirements. In general, all Dataset Managers don't need to attend necessarily unless there is a requirement that they need to get done.

Mei-Ling: We did open it up to all Dataset Managers in NOAA in case they need to learn more about something or take some action.

Marcia: It is very helpful when a Dataset Manager does attend so they can get understanding and background, and we can then have discussions with them.

Dierdre A: What is your opinion on when the CA template will be available? We're trying to line up approvals etc.

Lorna: There will be a one-for-one relationship for the CA report template in the Word format and the Survey123 so you can fill out the Word document in preparation. There is also an opportunity for agencies to upload a two-page PDF.

Dierdre: Is that a strict two-page limit? We have two covered agencies.

Lorna: Good point, I'll bring that up in the CA meeting tomorrow.

Next meeting
Thursday, January 7, 2021 1:00-2:30 PM ET